



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DISEASE CONTROL SPECIALIST III	35	B	10.228
DISEASE CONTROL SPECIALIST II	33	B	10.223
DISEASE CONTROL SPECIALIST I	30	B	10.220

### SERIES CONCEPT

Disease Control Specialists perform a variety of epidemiological investigations and surveillance activities related to the identification, control and reporting of communicable and chronic diseases. In contrast, Health Program Specialists are assigned to one or more statewide programs whose primary purpose is the prevention, early detection, treatment and public education regarding communicable and chronic disease, maternal and child health, nutrition and other conditions which impact the health of under-served or target groups within the general population.

Perform specialized duties related to the control of various communicable and chronic diseases including tuberculosis, hepatitis, sexually transmitted diseases, cardiovascular disease, diabetes, cancer, and others; locate disease sources, carriers, and at-risk groups to prevent, treat and reduce incidence and risk to citizens.

Conduct epidemiological investigations to determine the cause and source of disease; respond to outbreak, clusters, or possible epidemic threats; recommend appropriate containment or risk reduction measures; provide information regarding treatment sources, necessary security requirements such as quarantine, and other procedures to reduce the spread or prevalence of the disease.

Interview cases, contacts, and others in the community concerning personal behaviors and activities which contribute to disease transmission; make collateral contacts to obtain pertinent information concerning other individuals who may have been exposed or infected; and ensure compliance with established State and federal laws and regulations related to disease control and prevention; assist in enforcement activities as required.

Determine the prevalence of communicable and chronic diseases among high risk groups and the general population through information obtained from active or passive surveillance activities, county health officials, physicians, medical laboratories, federal and State agencies that provide health care services; analyze data, identify trends, and develop projections and recommendations concerning treatment, immunization, and preventive measures.

Assess community needs and available resources for communicable and chronic disease control/prevention through personal contacts with private groups, city, county and State/federal agencies; organize, coordinate and participate in committees, task forces and other work groups involved in disease control/prevention activities.

Identify and coordinate efforts of individuals and groups within the community which may assist and/or render services to affected individuals throughout the term of a specified illness; develop and implement partnerships and cooperative working relationships to provide appropriate care and treatment for affected individuals.

Provide health education/risk reduction training and technical assistance to department and community organization personnel through consultation, public speaking and preparing written materials to prevent the spread of infectious disease or prevention/early detection of chronic diseases among specifically targeted groups and individuals.

Disseminate health information to the general public by providing lectures, films, in-service training and distributing handbooks, pamphlets and public information materials; enhance the level of disease related knowledge in the general population, clarify misunderstandings and alleviate unwarranted fears; oversee and coordinate telephone hot-lines to provide information to callers.

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### **SERIES CONCEPT (cont'd)**

Gather and compile data in cooperation with various groups and agencies for use at national, State or local levels for use in assessing and evaluating effectiveness of health programs; operate computer equipment and a variety of software to collect, enter, edit and analyze data; recommend policies and procedures; prepare, develop and distribute comprehensive narrative and statistical reports as required by State and federal regulations and requirements.

Perform related duties as assigned.

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### **CLASS CONCEPTS**

**Disease Control Specialist III:** Under direction, incumbents perform the full range of duties described in the series concept at the advanced journey level. Positions at this level are assigned statewide responsibilities which include coordination of communicable and chronic disease control and prevention activities; development of policies, procedures, manuals and report forms for use statewide; development of treatment protocols for assigned communicable and/or chronic diseases; acting as division spokesperson in alerting the media and citizenry to possible health risks; collection and preparation of statistical data for submission to the Centers for Disease Control (CDC); participation in negotiating and evaluating services provided by contractors and sub-grantees; preparation of grant applications, budgets and reports in accordance with State and federal requirements; acting as special assistant to the State Health Officer; and supervision of professional and support staff.

**Disease Control Specialist II:** Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

**Disease Control Specialist I:** Under general supervision, incumbents receive training and gain experience performing the duties described in the series concept. This is the entry level in the series, and progression to the journey level may occur upon successful completion of the probationary period and the recommendation of the appointing authority.

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### **MINIMUM QUALIFICATIONS**

#### **DISEASE CONTROL SPECIALIST III**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in nursing, health science, biology, chemistry, physiology, medical technology, social science or related field and two years of increasingly responsible experience in conducting epidemiological investigations and surveillance activities which included participation in planning, coordinating, implementing and evaluating communicable and/or chronic disease prevention programs and activities and preparation of grant funding applications; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** epidemiological disease investigation techniques. **Working knowledge of:** planning, coordination, implementation and evaluation of communicable and/or chronic disease prevention programs and activities; grant application process; human anatomy and physiology including the common causes and symptoms of communicable and/or chronic diseases. **Ability to:** treatment or care standards as they relate to the specific program area; plan, organize, develop and coordinate programs; prepare and monitor grant and/or program budgets; gather, analyze and evaluate data in order to generate reports; *and all knowledge, skills and abilities required at the lower levels.*

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## MINIMUM QUALIFICATIONS (cont'd)

### DISEASE CONTROL SPECIALIST III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** community groups, organizations and agencies that provide communicable and/or chronic disease control and prevention services or assistance; federal, State, and local laws and guidelines pertaining to communicable and/or chronic disease. **General knowledge of:** supervisory principles and practices. **Ability to:** interact as division spokesperson with the media, other agencies and the public in relaying information regarding potential communicable and/or disease health risks; train and supervise assigned staff.

### DISEASE CONTROL SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in nursing, health science, biology, chemistry, physiology, medical technology, social science or related field and one year of experience in conducting epidemiological investigations and surveillance activities or related experience in an organization which provided public health services; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** biological principles specifically related to disease etiology, immunity, prevention and treatment; public health issues and concepts related to communicable and/or chronic diseases. **General knowledge of:** epidemiological disease investigation; human anatomy and physiology including the common causes and symptoms of communicable and/or chronic diseases; data collection and analysis techniques. **Ability to:** establish and maintain professional relationships with high risk groups and individuals, the general public, and medical and educational communities involved in programs and activities to control communicable diseases; conduct interviews and provide counseling regarding health hazards and high risk personal behavior related to sexual contacts/partners; conduct epidemiological investigations; perform basic analysis of health related data; gather and disseminate scientific and technical information related to disease prevention, transmission and treatment; operate a personal computer including word processing, spreadsheet, database and other appropriate software; participate in presentations to various groups in the community; prepare written materials including narrative reports, proposals, recommendations and other items using correct English grammar, spelling, punctuation and composition; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** epidemiological disease investigation techniques; standards of care for assigned program area; agency policies and procedures related to the program area; community groups, organizations and agencies which provide health services and assistance to individuals affected by specific diseases; federal and State laws and guidelines pertaining to communicable disease and chronic disease; functions and purpose of applicable State and federal funding sources for the program area; behavioral aspects related to etiology and prevention of specific disease. **Ability to:** utilize specialized software related to prevention and control; prepare and make oral presentations to various groups in the community; prepare written materials including narrative reports, proposals, and recommendations.

### DISEASE CONTROL SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in nursing, health science, biology, chemistry, physiology, medical technology, social science or related field; **OR** an equivalent combination of education and experience.

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### MINIMUM QUALIFICATIONS (cont'd)

#### DISEASE CONTROL SPECIALIST I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**General knowledge of:** biological principles; human anatomy and physiology; sociological and psychological principles; and data collection techniques. **Ability to:** compile and evaluate data; operate a personal computer; communicate effectively before various groups; prepare written reports; successfully complete the CDC course in Principles and Practices of Epidemiology; relate effectively to individuals from a variety of ethnic, cultural and socioeconomic groups.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

*These are identical to the Entry Level Knowledge, Skills and Abilities required for Disease Control Specialist II.*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.228</u>	<u>10.223</u>	<u>10.220</u>
ESTABLISHED:	7/18/86	5/20/88PC	7/1/99P
REVISED:	11/13/87		10/2/98PC
REVISED:	5/20/88PC		
REVISED:	7/1/89P	7/1/89P	
	8/19/88PC	8/19/88PC	
REVISED:	7/1/99P	7/1/99P	
	10/2/98PC	10/2/98PC	